



About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan

Position: Administrative Assistant for Teacher Incentive Fund

Reports to: Director of Grants Management and Data Analysis

Summary:

Under the supervision and direction of the Director of Grants Management and Data Analysis, performs and coordinates varied and responsible secretarial and clerical functions relieving the Director of clerical and routine administrative detail including making frequent contacts with school staff.

Essential Job Functions (note this is not an exhaustive list of the duties performed for this position):

- Performs and coordinates varied and responsible secretarial and clerical functions, in maintaining appointment calendars, compiling or monitoring site budget records, tracing mandated costs, type correspondence and reports from draft or brief direction, relieve Director and Project Manager of routine administrative duties when appropriate,
- Prepares data reports, verify incoming data from schools and other data collection outlets, process progress reports;
- Maintains staff/school data records; monitor teacher sign out log and verify attendance to training and professional development offerings, compile attendance/enrollment reports, maintains computer data entry log, district required reporting required each month to remain in compliance with state auditor;
- Manages technical resources; reviews/maintains professional development that focus on instruction; reviews staff attendance records; interpret district policies, complete payroll/attendance reports for staff related to workshop stipends for training/meetings, complies evaluation reports
- Serves as assistant to provide information in person and via telephone, take and relay messages for Director , Project Manager, and other office staff, schedule appointments, provide direction to visitors and clients, type and duplicate forms, newsletters and reports for staff and schools, establish and maintain files, assist with requisition process and inventory of office supplies, materials, equipment and machines, supervise student workers, monitor students when appropriate;
- Monitors visitors on a daily basis,
- Assists the Director and Project Manager in relation to the grant documentation
- Demonstrate a professional code of ethics and values

- Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks, as needed
- Assist in compiling district, state, and federal regulations and procedures related to grant funds
- Assist in maintaining compliance reports for audits for grant initiatives
- Develops and maintains reports related to the district's grant initiatives
- Reports critical issues related to Director and superiors
- Provide technical assistance and support to staff at identified schools
- Assist in disseminating materials provided by federal grants and other district grant awards
- Assist with monthly financial analysis and monitoring of grant funds projects; assist with audits and compliance monitoring
- Represent the District in a professional manner by performing all job functions at a satisfactory or above level.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.

Qualifications:

- Minimum requirement of a Bachelor's degree in Education or Business Management or related field.
- At least 3 years of responsible clerical experience.
- At least 3 years of experience working in K-12 schools or equivalent office environment.
- Must possess intermediate computer skills.
- Demonstrated use of office equipment (computers, phones, fax machines, copy machines).
- Demonstrated competence in the use of current Microsoft Office products e.g. Word, Excel and the ability to learn specific business systems in a timely and efficient manner.
- Demonstrated knowledge of current office practices and procedures including filing methods and organizational techniques.
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and implement a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrated record of good attendance and punctuality.
- Demonstrated strong communication and interpersonal skills.
- Demonstrated ability to handle high stress situations in a calm and appropriate manner, while making good decisions.
- Demonstrated ability to speak clearly and concisely both in oral and written communication.
- Must meet criminal history background requirements (requires FBI Fingerprint and SOARS clearance).
- Documentation of negative Tuberculosis test and/or other employment clearance.

Physical Requirements: N/A

Starting Date: ASAP

Work Year, Hours & Compensation:

\$50,000.00 per year, 40 hour work week
260 Office work days with 8 holidays, 10 vacation days and 12 PTO days
Voluntary Health Insurance Benefits are available for purchase by full-time employees.

Application Procedure:

Letter of Interest and Resume must be submitted to: Carla West
cwest@eaaofmichigan.org

Application Timeline Until Filled.

It is our policy to provide equal employment opportunities to all qualified persons in hiring, promotion, transfer, discharge, pay, benefits and all other aspects of employment, without regard to age, height, weight, pregnancy, race, color, religion, gender, national origin, citizenship, marital status, disability, or other classification protected by state and federal laws.